



DOCUMENT CHECKLIST FOR A NON-PROFIT CORPORATION

- ☐ 1. Completed certification application.
- ☐ 2. Resumes of all directors. Resumes must be in detailed chronological order and include places of ownership/employment with corresponding dates.
- ☐ 3. Copy of the firm's official Articles of Incorporation signed by the state official.
- ☐ 4. Copy of the firm's by-laws.
- ☐ 5. A Certificate of Good Standing from the Maryland Department of Assessments and Taxation (www.dat.state.md.us) is required for all certified firms. If not submitted with the application package, proof of good standing must be provided prior to certification.
- ☐ 6. Copy of the Internal Revenue Service certification designating the company as a tax-exempt non-profit organization.
- ☐ 7. Copy of business federal tax returns for the past three (3) years. Include all schedules.
- ☐ 8. Year-end financial statements of the business for the past three (3) years or life of the firm if less than three years. A new business must provide a current financial statement. Non-CPA statements acceptable.
- ☐ 9. Copy of home state MBE/DBE/ACDBE/WBE certification for non-Maryland firms only.
- ☐ 10. Copies of professional licenses and permits, including all licenses and permits held by the business, the owner(s), and employees of the business in the areas of work in which the business is seeking certification.
- ☐ 11. List of equipment used to provide services for which the firm is seeking certification.
- ☐ 12. Copies of three (3) job contracts, if applicable. Task orders, purchase orders, and invoices acceptable